



ORIGINAL

DEPARTMENT OF THE NAVY

NAVAL MEDICAL EDUCATION AND TRAINING COMMAND  
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BETHESDA, MARYLAND 20889-5611

NAVMEDEDTRACOMINST 1740.1

0CMC

23 JAN 2003

NAVMEDEDTRACOM INSTRUCTION 1740.1

From: Commander

Subj: PROCEDURES FOR REQUESTING MAST

Ref: (a) U.S. Navy Regulations, Articles 1151 and 1156

1. Purpose. To inform each military member assigned to this command the proper method in which to request mast.
2. Cancellation. NSHSBETHINST 1700.1E
3. Background. Each member of the Navy has the right to speak with their Commander in a proper manner, time and place to voice a complaint or obtain assistance in resolving a problem, as outlined in reference (a).

4. Action

a. Enlisted command members who desire to speak with the Commander shall submit a Special Request/Authorization (NAVPERS 1336/3) Form to the Commander via their chain of command; i.e., Leading Petty Officer, Leading Chief Petty Officer, Division Officer, Senior Enlisted Leader, Department Head, Director, Command Master Chief and Deputy Commander.

b. Officers who desire to speak with the Commander will submit a written request via their Director and Deputy Commander.

c. Although members requesting mast are not required to discuss their problem at any level below the Commander, they will have provided the opportunity to discuss it at each level of their chain of command. The desired outcome is always to resolve the issue and find a solution to the member's concern or problem at the lowest possible level within the chain of command.

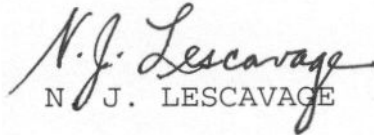
d. If an enlisted member's issue/concern is unresolved,

after being processed up to their Director, then the Senior Enlisted Leader shall arrange for the member to see the Command Master Chief who will subsequently arrange an appointment with the Deputy Commander before being forwarded to see the Commander.

e. Officers requesting mast shall first see the Deputy Commander before having an appointment arranged with the Commander.

f. Special Request/Authorization (NAVPERS 1336/3) Forms submitted by members requesting to speak with the Commander shall not be delayed more than one working day at any level within the member's chain of command. It is the responsibility of the member's chain of command to ensure that all requests are handled expeditiously, not to exceed three working days, and forwarded to the Command Master Chief for action.

g. Subordinate activities will develop policies and procedures to facilitate prompt communication between Commanding Officers and their respective Command members.

  
N J. LESCAVAGE

Distribution:  
List I & II